

Career Opportunity Bulletin



MAINE STATE GOVERNMENT

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER



FOREST RANGER II

(CODE: 943100)

OPENING DATE: September 27, 2004

CLOSING DATE: November 5, 2004

SALARY RANGE: 17

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Hourly	\$13.72	\$14.26	\$14.83	\$15.39	\$16.04	\$16.65	\$17.40	\$18.07
BiWeekly	\$1,097.60	\$1,140.80	\$1,186.40	\$1,231.20	\$1,283.20	\$1,332.00	\$1,392.00	\$1,445.60
28-Day Cycle	\$2,195.20	\$2,281.60	\$2,372.80	\$2,462.40	\$2,566.40	\$2,664.00	\$2,784.00	\$2,891.20
Annual	\$28,537.60	\$29,660.80	\$30,846.40	\$32,011.20	\$33,363.20	\$34,632.00	\$36,192.00	\$37,585.60
Premium Rate	\$20.58	\$21.39	\$22.25	\$23.09	\$24.06	\$24.98	\$26.10	\$27.11

(Salary includes a \$0.60 per hour Market Pay Salary Adjustment.)

An employee starts at Step 1 and moves to the next step for each year of satisfactory performance as indicated by his/her annual performance evaluation.

Value of State-paid Health & Dental Insurance = \$294.00 biweekly. Value of State's Share of Employee's Retirement = 23.15% of pay
The State of Maine offers a generous benefits package including paid vacation, sick leave, health and dental insurance, life insurance, and retirement.

APPLICATION INFORMATION:

You must complete a State of Maine application form available at the Bureau of Human Resources in Augusta, all Maine CareerCenter Offices, and on our Web Page (www.maine.gov) then click on Working, then on Job Opportunities, and then State Government Jobs. Be as complete as possible in describing education, training, and work experience (paid and unpaid) on your application. Additional sheets may be used; however, information must be in the same format as shown on the application form.

The completed application form, including proof of licensing/registration/certification, copies of post-secondary transcripts, etc. must be sent to:

BUREAU OF HUMAN RESOURCES
#4 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0004

TELEPHONE: (207) 624-7761 TTY: (207) 287-4537

(Located at the Burton M. Cross Building, 4th Floor)

INCOMPLETE APPLICATIONS MAY NOT BE PROCESSED.

PLEASE KEEP A COPY OF YOUR APPLICATION MATERIALS. WE ARE UNABLE TO PROVIDE COPIES OF SUBMITTED MATERIALS.

WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.

If you have questions after reading this bulletin, you may contact the Forest Protection Office of the Dept. of Conservation at (207) 287-4990 OR J. Thaddeus Cotnoir of the Bureau of Human Resources at (207) 624-7799.

MAINE FOREST SERVICE

DIVISION OF FOREST PROTECTION

VISION STATEMENT:

The Division of Forest Protection is recognized as the expert in the field of forest resource protection, specializing in the prevention, detection, presuppression, suppression, and investigation of fires that threaten Maine's forests and other lands. We are forest resource professionals providing quality public service through education, assistance, and enforcement. We create partnerships with cooperators to better serve those who live, work, and recreate in Maine's forests. We are an educated, capable, well-equipped, and responsive team of resource protection professionals who use innovative technologies and management skills to make our work more efficient and our activities more effective.

MISSION STATEMENT:

The mission of the Division of Forest Protection is to protect Maine's forest resources from fire and to enhance the safe, sound, and responsible management of the forest for this and future generations.

JOB DESCRIPTION:

This is investigative and protective services work in the detection, prevention, presuppression, and suppression of forest fires and in the enforcement of forestry, environmental, and conservation laws. Work includes preparing and updating fire action plans, training firefighters, and supervising firefighting operations; patrolling and inspecting an assigned area; observing, reporting, and prosecuting violations; investigating suspicious fires and suspected criminal activities; conducting public information and education programs; and preparing records and reports.

To be a successful Forest Ranger, an individual must possess considerable knowledge of basic forest fire control and safety practices and basic forestry practices. One must also possess the ability to work independently over a large geographic area, establish and maintain effective working relationships in routine and emergency situations, work long hours, communicate effectively orally and in writing, use good judgment, and make sound decisions, all under adverse and stressful conditions.

REPRESENTATIVE TASKS: *(A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).*

- ... Patrols and inspects assigned areas in order to promote fire prevention and to enforce forestry, environmental, and conservation laws.
- ... Responds to and assesses extent and complexity of forest fires; determines necessary equipment and human resources; and supervises fire fighting operations in order to provide on-site forest fire management and carry out suppression duties.
- ... Investigates criminal and civil violations; enforces statutes; arrests, detains, and/or prosecutes violators; writes case reports; and testifies in court in order to enforce laws and follow through on case prosecution.
- ... Establishes and maintains close working relationships with town fire wardens, landowners, mill owners, social organizations, industry, government groups, and others in order to exchange

information regarding forestry, environmental, and conservation issues and gain their active support.

- ... Trains and nationally certifies firefighting personnel, attends firefighting training, and repairs and checks firefighting equipment in order to be prepared to fight forest fires.
- ... Schedules and instructs fire departments, hot-shots, schools, industry, and other groups in order to ensure well-trained firefighting assistance.
- ... Prepares and maintains activity, equipment, and inspection records and reports for assigned area in order to provide and maintain required information.
- ... Writes and updates fire plans in order to have current information and plans available.
- ... Inspects campsites for proper permits and maintenance in order to ensure fire-safe campsites.
- ... Oversees and/or assists in maintenance and construction projects in order to provide required facilities in assigned area.
- ... Provides first aid and other emergency services in order to assist people in need.
- ... Conducts timber volume and acreage determination cruises in order to inspect, investigate, and/or prosecute violations of forest practices and land use regulations.

MINIMUM QUALIFICATIONS:

In order to qualify, you must have an Associates Degree which includes 15 hours of natural science coursework (e.g. forestry, biology, geology, oceanography) -OR- an acceptable equivalent two (2) year combination of directly related education, training, and/or experience. Education and experience should demonstrate that you possess practical knowledge in the natural sciences. You must also have or be able to obtain a valid Maine Driver's License and be eligible to work legally within the U.S. before a job offer can be made. **NOTE:** Applicants using education as a basis for meeting Minimum Qualifications should submit a formal transcript with their application.

TESTING & EVALUATION PROCESS:

Because of the responsibilities and authority of a Forest Ranger, the selection process is extensive and thorough. The following outline summarizes the process used to evaluate every applicant for Forest Ranger II before a hiring decision is made. This process is conducted by the Bureau of Human Resources and the Department of Conservation. It involves multiple evaluation phases. **You must successfully complete each phase in order to proceed to the next. The goal is to complete the entire process by February 2005. Tentative dates for each phase of the process have been established and require extensive coordination. Applicants should take note of these timeframes and plan accordingly.**

1. **APPLICATION PERIOD:** Applications will **only** be accepted between ***September 27, 2004 and November 5, 2004.***
2. **APPLICATION EVALUATION:** (During the Application period.) Applications are reviewed to ensure that each applicant meets the Minimum Qualifications defined above. Applicants who do not meet these requirements are disqualified from further consideration.

NOTE: *Applicants using education as a basis for meeting Minimum Qualifications should submit a formal transcript with their application.*

3. **PHYSICAL FITNESS TEST:** (**Tentatively** scheduled for the first week in December 2004) All qualified applicants will be scheduled to take a Physical Fitness Test (PFT). ***Applicants must be appropriately prepared to participate in this rigorous test. Preparation for this test should take approximately 4 weeks for those applicants who are at a moderate physical level.*** The

PFT is a Pass/Fail test. It consists of the following events: Sit-and-Reach; Push-Ups; Sit-Ups; and 1.5 Mile Run. All events must be completed successfully in the time allotted in order to be placed on the Employment Register. Forest Rangers must maintain physical fitness standards throughout their careers. Preparation for this test should take approximately 4 weeks.

- a. Sit-and-Reach: Forest Rangers require physical flexibility in performing their work. In this PFT event, you will sit on the floor with your legs extended in front of you, your heels touching the near edge of a box, and your feet perpendicular to the floor approximately eight inches apart. A yardstick will be placed between your legs with the 15-inch mark resting on the near edge of the box (about 14 inches high). You will slowly reach forward as far as possible down the yardstick, with both hands together and on top of one another (fingers extended). The position will be held until the examiner acknowledges the score. The distance reached on the yardstick by your fingertips will be recorded (in inches). The best of three trials will be your flexibility score. Minimum standards are:

AGE:	20-29	30-39	40-49	50-59	60+
Male:	17.5"	15.5"	15.3"	14.5"	13.5"
Female:	20"	19"	18"	17.9"	16.4"

- b. Push-Up Test: Forest Ranger tasks require upper body strength. In this event, you will assume the standard position for a push-up, with body rigid, back straight, hands and toes (only) touching ground, with hands approximately shoulder width apart. A test administrator will place a 3-inch measuring device on the floor below your sternum. Upon command, you will lower your body until your sternum touches the measuring device which will be held in place by the administrator. You will then push back up to the fully extended "up" position. Your back and body must remain in line and rigid at all times. This will count as one repetition. You will complete as many push-ups as possible within the one-minute time limit. Resting is permitted only in the "up" position. The required number of push-ups to be completed **within one minute** based on age and gender are:

AGE:	20-29	30-39	40-49	50-59	60+
Male:	33	27	21	15	15
Female:	18	13	11	5	5

- c. Sit-Ups: Forest Rangers must be able to sustain vigorous, strenuous exertion. In this PFT event, you will lie down on your back with knees bent at about a 45 degree angle and feet flat on the floor. A partner will hold your feet down. Your hands will be clasped beside and around your ears. In the up position, you will touch your elbows to the top of your knees, and then return to a full lying position before starting the next sit-up. You will perform as many correct and complete sit-ups as possible in a one-minute period. You will start the test in the up position. The required number of sit-ups to be completed **within one minute** based on age and gender are:

AGE:	20-29	30-39	40-49	50-59	60+
Male:	40	36	31	26	20
Female:	34.5	27	22	17	8

- d. 1.5 Mile Run: Forest Rangers must be able to work long hours under adverse and stressful conditions. In this PFT event, you will walk, jog, run, or any combination thereof a distance of one-and-one-half miles without stopping. A measured, relatively level course such as an outdoor track, field, or parking lot will be used. A monitor will record the distance and time completed. The required time (minutes:seconds) to complete this event by age and gender are:

AGE:	20-29	30-39-	40-49	50-59	60+
Male:	11:41	12:20	13:14	14:24	15:29
Female:	14:24	15:08	15:57	16:58	17:46

4. EMPLOYMENT REGISTER: Applicants who successfully pass both the application evaluation and physical fitness testing phases of the examination process will be placed on an Employment Register for this classification. This register will be used to fill vacancies throughout the State.

FINAL SCREENING PROCESS:

All candidates certified from the Employment Register will be scheduled for a structured oral interview (***tentatively** scheduled for the week of December 13, 2004*). You will be rated in the following categories: Commitment/Independence; Judgment/Logic; Communications Skills; Applied Knowledge; Decision Making/Decisiveness; Tact & Diplomacy; Motivation; Leadership; and Problem Solving Ability. A previous employment reference check will be conducted. Successful applicants are then offered conditional employment contingent upon passing an extensive background investigation (*tentatively scheduled for December 20, 2004 - January 15, 2005*), polygraph examination (*tentatively scheduled for the end of January 2005*), physical examination (must be completed by your personal physician by the time of hire), and final interview with the Director of Forest Protection (*tentatively scheduled for February 2005*).

New Rangers are required to attend and successfully complete the Maine Forest Ranger Academy. Upon graduation from this academy, new Rangers work under a Field Training Ranger for a period of six (6) months.

BILINGUAL TEST (optional):

A number of Forest Ranger positions are required by law to be bilingual (French and English). An optional verbal test will be administered to interested candidates at the end of the final screening process.

CRITERIA CONSIDERED FOR DISQUALIFICATION:

The Department of Conservation conducts an extensive background investigation of each applicant to include military service, education, motor vehicle record, criminal history record, financial record, work history, and references. A screening committee will review the results for information that would eliminate the candidate from further consideration.

Disqualification may be imminent if the applicant:

1. Has been found guilty of murder or any crime classified in Maine Law as a Class A, B, or C crime (any felony);
2. Has been found guilty of any crime classified in Maine Law as a Class D crime (misdemeanor with a maximum term of imprisonment of less than one year);
3. Has been found guilty of violating any of the following provisions of the Maine Criminal Code:
 - 1) Chapter 15 (theft);
 - 2) Chapter 19 (falsification in official matters);
 - 3) Chapter 25 (bribery and corrupt practices); or
 - 4) Chapter 45 (drugs)
4. Has been found guilty of any crime that is a violation of the domestic abuse provisions of any state or federal statutes.
5. Has an extensive record of motor vehicle law violations;
6. Has been found guilty of operating-under-the-influence of intoxicating liquor and/or drugs within the 10 years prior to date of hire;
7. Has been found guilty of conduct specified in subparagraphs 1, 2, 3, 4, or 5 in another state or jurisdiction;
8. Has been adjudicated to have committed a 0.02 violation (liquor violation under 21 years of age) within the 6 years prior to date of application.
9. Has ingested or been injected with or used an hallucinogenic drug;
10. Has illegally sold scheduled drugs or drugs which require a prescription;
11. Has engaged in illegal drug use beyond what is considered as experimentation;
12. Is currently abusing drugs or alcohol;
13. Falsifies, misrepresents, or omits information concerning a material fact in the application, during any of the tests, when interviewed, during the background investigation, polygraph examination, or on the pre-polygraph questionnaire.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

*For more information on the Forest Protection Division
and the job of a Forest Ranger, please visit our website at
<http://www.MaineForestService.org>*